



PERSONAL INFORMATION

Last name _____ First name _____ Female Male
Date of birth (mm/dd/yy) _____ Country of birth _____
Country of citizenship _____ Passport # _____
Permanent address _____
City _____ State _____ Zip _____ Country _____
Phone / Fax _____ Cell Phone _____
E-mail _____ Social Security # _____
Home institution _____
Major _____
Check (✓) the classification for your term at LdM Freshman Sophomore Junior Senior

EMERGENCY CONTACT

Last name _____ First name _____
Relationship _____
Address _____
City _____ State _____ Zip _____ Country _____
Phone _____ Cell phone _____
E-mail _____ Fax _____

PRIVACY POLICY

LdM is registered to hold your personal data under the Italian data protection law. This information will be used for administrative purposes and will not be given to any third party. I authorize the use of my personal information by Lorenzo de' Medici, in accordance with Italian Law D.Lgs. 196/03 on privacy.

Student signature  _____ **Date** _____

COURSE SELECTION

Fill out the following only after carefully reading all registration and attendance policies.

SELECT LOCATION FLORENCE TUSCANIA ROME VENICE

SELECT PROGRAM

- 3- or 4-Credit Italian language + Four Electives (total of 15 or 16 credits)
- 6-Credit Italian language + Three Electives (total of 15 credits)
- 9-Credit Italian language + Two Electives (total of 15 credits) – available in Florence only
- 18-Credit Italian language (total of 18 credits) – available in Florence, Rome and Tuscania only

ITALIAN LANGUAGE PROFICIENCY

List the course title and level of your most recent Italian language course. _____

How many college semesters of Italian language have you completed? _____

COURSE SELECTION

- It is your responsibility to make sure your home institution will grant you credits for all your selected courses and alternatives.
- It is your responsibility to verify that there are no time conflicts among your selected courses and alternatives.
- Make sure that you sign up for the amount of credits required by your home institution, without exceeding the maximum number of credits allowed.
- All students must select an Italian language section and alternative section that fit their schedule.
- Students registering for an intermediate or advanced course, including Italian language, must choose the appropriate level by carefully checking the LdM Academic Catalogue and Course Schedule (available online) for prerequisites. At LdM, these students will take a placement test to confirm their level.

YOU ARE REQUIRED TO PROVIDE AN ALTERNATIVE COURSE/SECTION TO EACH FIRST CHOICE.

CODE	SECTION	CREDITS	COURSE TITLE	DAY / TIME	LEVEL (BEG./INT./ADV.)
1		Circle one: 3 4 6 9 18	Italian language		Level of Italian: (BEG./INT./ADV.)
ALT.			Italian language		
2		3			
ALT.					
3		3			
ALT.					
4		3			
ALT.					
5		3			
ALT.					
EXTRA COURSE (3 credits)			For any extra course you will be charged the applicable fee		
Extra		3			
ALT.					

I have read, understood, and will abide by the policies listed on this form.

I understand that I will not be allowed to change Program or Location after arrival at LdM.

I am aware that the Registrar reserves the right to enroll me in an alternative course should my first choice be unavailable, or move me to a different section in order to balance course enrollment.

Student signature _____ **Date** _____

THREE CITIES PROGRAM: TUSCANIA, ROME, AND FLORENCE / VENICE

This semester-long study abroad experience allows students to retrace the steps of Greek, Etruscan, Roman, Medieval and Renaissance cultures by living and studying in three cities which embody these civilizations in all their richness and splendor: Tuscania, Rome and either Florence or Venice.

Students spend one month in Tuscania followed by one month in Rome, and then they choose to complete the experience in either Florence or Venice. They follow a structured and integrated program of five 3-credit courses, which together comprise both a unique investigation into the roots of Western civilization and a solid grounding in Italian language and culture.

Classes meet every day Monday through Thursday and amount to a total of 45 contact hours per course. There are two mandatory 3-credit courses in the first center, Tuscania: an Italian language course and an introduction to the ancient civilizations of the Greeks, Etruscans and Romans. In the second center, Rome, students take one 3-credit course on the Middle Ages and the Renaissance. A second 3-credit course in Italian language is initiated in Rome and completed in the third center, Florence or Venice. In addition to completing this language course, students choosing to end the Three Cities experience in Florence will take a final 3-credit course entitled "Leonardo: Art and Science", whereas those ending in Venice will take a 3-credit course entitled "Venice and the East".

The program has no special prerequisites, and is designed for anyone interested in experiencing the three locations and learning about Western culture.

PLEASE CONSULT THE THREE CITIES BROCHURE FOR THE ACADEMIC CALENDAR AND FOR FURTHER COURSE INFORMATION.

It is your responsibility to make sure your home institution will grant you credits for the courses.

SELECT FINAL LOCATION FLORENCE VENICE

SELECT PROGRAM

Three Cities Program: Tuscania, Rome, and **Florence** (total of 15 credits)

Three Cities Program: Tuscania, Rome, and **Venice** (total of 15 credits)

ITALIAN LANGUAGE PROFICIENCY BEGINNING INTERMEDIATE ADVANCED

List the course title and level of your most recent Italian language course. _____

How many college semesters of Italian language have you completed? _____

THREE CITIES COURSE SEQUENCE

LOCATION	CODE	COURSE TITLE	DAY / TIME	CREDITS
TUSCANIA	ITL 101 T / ITL 201 T	3-Credit Italian Language	Mon – Thu / 12:30 – 3:00 pm	3
	CLA 275 T / HIS 275 T	Greeks, Etruscans and Romans	Mon – Thu / 9:00 – 11:30 am	3
ROME	ITL 201 R / ITL 202 R	3-Credit Italian Language <small>THIS COURSE IS COMPLETED IN THE THIRD LOCATION.</small>	Mon – Thu / TBA	3
	HIS 292 R	Medieval and Renaissance Transitions	Mon – Thu / 2:30 – 5:00 pm	3
FLORENCE	ART 210 F	Leonardo: Art and Science	Mon – Thu / 9:00 – 11:30 am	3
VENICE	HIS 312 V	Venice and the East	Mon – Thu / 9:30 – 12:00 pm	3

I have read, understood, and will abide by the policies listed on this form.

I understand that I will not be allowed to change Program or Location after arrival at LdM.

I am aware that the Registrar reserves the right to enroll me in an alternative course should my first choice be unavailable, or move me to a different section in order to balance course enrollment.

Student signature  _____ **Date** _____

REGISTRATION POLICY

1. Students will automatically be enrolled in their alternative course/section, if any of their first choices is unavailable (cancelled due to insufficient enrollment or full). The Registrar reserves the right to move students to a different section in order to balance course enrollment.
2. Students enrolled in either the 9-credit or the 18-credit Italian language Program have to attend mandatory weekly visits and seminars. Please consult the LdM Course Schedule for exact days and times.
3. A level test will be administered at the beginning of Intermediate/Advanced level Studio Art and Design courses to confirm the students' level. Many of the Studio Art and Design courses list two time blocks. Students enrolled in these courses must attend both time blocks.
4. Students may attend only the courses listed on their Official Registration form. Auditing is not allowed.
5. Only one class can be changed upon arrival at LdM, depending on course availability. This is only allowed during the first week of classes, before Final Registration. Final Registration deadlines will be announced during Orientation. No exceptions will be made to these deadlines. This is not available for the Three Cities Program.
6. If students drop any courses once classes start, they will not be entitled to a refund.
7. Mid-term and final exams will be given only on the scheduled days that appear on each course syllabus. For no reason (i.e. religious issues, travel plans, family matters, etc.) will they be moved. Exams are scheduled during normal class times, so students with more than one course scheduled on the same day will take the same number of exams on that day.
8. LdM does not offer Pass/Fail grades or Incompletes, only letter grades. All classes registered for and grades received will appear on each student's final transcript notwithstanding their intent to transfer credits to their home institution.
9. Students with learning disabilities will be subject to local educational standards, and therefore will not be provided with the same special treatment offered by their home school. However, based on current and official documentation of the disability, LdM offers reasonable assistance to these students. It is each student's responsibility to provide this documentation during the registration process and within the deadline.
10. LdM reserves the right to withhold the transcript and/or housing deposit of students who violate contract agreements related to housing and/or academic issues (i.e. any balance or debt incurred) and/or whose behavior is considered detrimental towards the school and other students.
11. a) It has to be clear that the Rules of Conduct applied at this Institute are different from the rules applied by the student's home college or university.
b) All that being stated it is understood that the Lorenzo de' Medici Rules of Conduct must be carefully read by each student. A copy of the Rules of Conduct is included in the application package given to every student and is also distributed during Orientation at LdM and shown in every building of the Institute.

ATTENDANCE POLICY

1. Mandatory attendance is a primary requirement for a responsible learning experience at LdM.
2. Students are responsible to keep track of their absences and to catch up on any missed work.
3. Make-up classes are always mandatory as part of the course program.
4. If a class occasionally creates conflict with another class, the student is required to inform in advance both instructors. The instructors will then share a written excuse for the class going to be missed.
5. Students will receive an "F" on each exam they miss.
6. Students who need to leave the Program before the end of the term must fill out an Official Voluntary Withdrawal Request form and submit it to their advisor. A "W" for each course will appear on their transcript. Students who leave the Program without filling out the appropriate form will receive an "F" in each course. In either case, students will not be eligible for credits or receive any refund.

BREAKDOWN OF ABSENCES FOR NON-ITALIAN LANGUAGE COURSES

	a).	b).	c).
Courses that meet once per week	2	3	4 or more
Courses that meet twice per week	4	5	6 or more
Dance courses (meet twice per week)	2	3	4 or more

BREAKDOWN OF ABSENCES FOR ITALIAN LANGUAGE COURSES

	a).	b).	c).
3 credits (meets once per week)	2	3	4 or more
3/4 credits (meets twice per week)	2	3	4 or more
3 credits (meets 3 times per week)	3	4	5 or more
6 credits (meets 4 times per week)	3	4	5 or more
9/18 credits (meets 5 times per week)	5	6	7 or more

- a). Absences do not affect final grade.
- b). Absences result in the lowering of one full letter grade.
- c). Absences result in failure of the class ("F" grade and no credit given).

I HAVE READ, UNDERSTOOD, AND WILL ABIDE BY THE ABOVE POLICIES.

Student signature  _____ Date _____